

TENNESSEE DEPARTMENT OF EDUCATION - OFFICE OF TEACHER LICENSING

710 JAMES ROBERTSON PARKWAY 4TH FLOOR ANDREW JOHNSON TOWER NASHVILLE TN 37243-0377

PRINT CLEARLY-Please provide legal name

| | | | | | |
|-----------------|-------------|------------------|-----------------------------|----------------|-----|
| First Name | Middle Name | Last Name | Maiden Name (if applicable) | SSN (required) | |
| Email Address | | Telephone Number | Date of Birth (required) | Race | Sex |
| Street/P.O. Box | | City | State | Zip Code | |

ARE YOU A VETERAN? _____ YES _____ YEARS SERVED _____ NO

ARE YOU THE SPOUSE OF A VETERAN? _____ YES _____ NO

If you checked YES (See important information regarding Troops to Teachers program available @ www.proudtoserveagain.com)

PLEASE READ CAREFULLY BEFORE SIGNING - MUST BE COMPLETED

Personal Affirmation: *Failure to complete this section will result in your application being returned without processing. False statements made in this application may constitute grounds to take action, revoke or deny a license.*

Check the appropriate block for each question. DO NOT include matters that the State Board of Education has already investigated and found "No Probable Cause" to take any disciplinary action.

1. Have you been convicted of a felony, including conviction on a plea of guilty, a plea of nolo contendere or order granting pre-trial diversion? _____ YES _____ NO
2. Have you been convicted of the illegal possession of drugs, including conviction on a plea of guilty, a plea of nolo contendere or or an order granting pre-trial diversion? _____ YES _____ NO
3. Have you had a teacher's certificate/license revoked, suspended or denied, or have you voluntarily relinquished a certificate/license (allowing a license to expire does not apply)? _____ YES _____ NO
4. Is there any action pending against your certificate/license or application in another state? _____ YES _____ NO

If you have answered "yes" to questions 1 or 2, please attach details of conviction, including date and place of conviction, and court certified copies of the judgement, conviction, and sentencing.

If you have answered "yes" to questions 3 or 4, attach details naming the state and/or issuing authority and explain circumstance.

Signature _____ Date _____

TRANSACTION (S) REQUESTED. (CHECK ALL THAT APPLY AND COMPLETE FOLLOWING PAGE FOR ITEM CHECKED)

TYPE OF TENNESSEE LICENSE

- _____ INITIAL TEACHING LICENSE-TN Institutions Only (Apprentice Teacher, Apprentice Special Group, and Beginning Administrator)
- _____ OUT OF STATE TEACHING LICENSE (Program completers outside of TN / USA or applying based upon reciprocity)
- _____ NON-PUBLIC SCHOOL TEACHING LICENSE (Employment verification required)
- _____ ALTERNATIVE " I " LICENSE (Requires signature from Director of Schools and Certification Officer of Affiliated University/College)
- _____ ALTERNATIVE " II " LICENSE (Requires signature from Director of Schools)
- _____ INTERIM "B" LICENSE (Requires signature from Director of Schools, and verification from Dean of Education at teacher preparation institution)
- _____ INTERIM "D" LICENSE (Requires signature of Dean of Education at teacher preparation institution)
- _____ OCCUPATIONAL EDUCATION LICENSE
- _____ PERMIT (This is not a Tennessee teaching license and can only be applied for by a Tennessee Public School System)
- _____ 3 YEAR INTERNATIONAL CREDENTIAL (Requires signature from Director of Schools, nonrenewable)
- _____ JROTC LICENSE
- _____ SPEECH/LANGUAGE PATHOLOGIST OR SPEECH/LANGUAGE TEACHER OR SCHOOL AUDIOLOGIST
- _____ NATIONAL BOARD CERTIFICATION

- _____ ADVANCEMENT FROM APPRENTICE LEVEL TO PROFESSIONAL LEVEL (Professional, or Professional School Service Personnel)
- _____ ADVANCEMENT FROM ALTERNATIVE " A " TO APPRENTICE LEVEL(Apprentice or Out of State)
- _____ ADVANCEMENT FROM INTERIM " B " TO APPRENTICE LEVEL(Apprentice or Out of State)
- _____ ADVANCEMENT FROM ALTERNATIVE " C " TO APPRENTICE LEVEL(Apprentice)
- _____ ADVANCEMENT FROM ALTERNATIVE " E " TO APPRENTICE LEVEL (Apprentice or Out of State)
- _____ ADVANCEMENT FROM ALTERNATIVE " I " OR ALTERNATIVE " II " (Apprentice or Out of State or Professional)
- _____ ADVANCEMENT FROM APPRENTICE OCCUPATIONAL TO PROFESSIONAL OCCUPATIONAL LICENSE
- _____ CONVERSION FROM TENNESSEE TEACHING LICENSE TO SCHOOL SERVICE PERSONNEL LICENSE (Speech/Language only)
- _____ ADVANCEMENT FROM BEGINNING ADMINISTRATOR TO PROFESSIONAL ADMINISTRATOR LICENSE

RENEWAL OF OR AMENDMENT TO AN EXISTING LICENSE

- _____ FOR RENEWAL OF LICENSE (Check one)
 - _____ 5 Year License(s) _____ 10 Year License(s) _____ 5 Year Occupational License _____ 10 Year Occupational License
 - _____ Alternative A _____ Alternative C _____ Alternative E _____ Interim B _____ Interim D _____ Alternative I _____ Alternative II
- _____ AMENDMENT TO ADD ADDITIONAL DEGREE TO TEACHING LICENSE (Check one of the following and attach official transcripts)
 - _____ Master's Degree _____ Education Specialist
 - _____ Master's Degree +30 semester hours _____ Doctorate Degree
- _____ AMENDMENT TO ADD ENDORSEMENT AREA (S) TO TEACHING LICENSE (Identify area to be added) _____
- _____ NAME CHANGE (Requires a notarized copy of the marriage license, divorce decree, or court order that has generated the legal name change)
- _____ ADDRESS CHANGE NOTIFICATION
- _____ DUPLICATE LICENSE (Current valid Tennessee license only)

APPLICATION FOR PERMIT TO TEACH IN TENNESSEE

2008-2009 SCHOOL YEAR

THIS FORM IS COMPLETED BY SCHOOL SYSTEM/AGENCY

APPLICANT NAME _____ SOCIAL SECURITY NUMBER _____

ALL DOCUMENTS SUBMITTED TO THE OFFICE OF TEACHER LICENSING BECOME THE PROPERTY OF THE STATE DEPARTMENT OF EDUCATION AND WILL NOT BE RETURNED TO THE APPLICANT NOR WILL THE DEPARTMENT PROVIDE COPIES OF DOCUMENTS TO THE APPLICANT OR THIRD PARTIES.

INCOMPLETE APPLICATIONS WILL BE RETURNED TO THE SYSTEM/AGENCY
Both pages of application must be completed and submitted.

This form is due October 15, 2008, for educators hired before September 15, 2008. For educators hired after September 15, 2008, the form is due no later than thirty days after employment.

_____ TN Public School System _____ TN Non-Public School/Agency _____ TN State Agency

_____ 1st Year (Include ALL official college transcripts) _____ 2nd Year _____ 3rd Year

School System _____ Phone Number _____

School System Address _____
Street/PO Box _____ City _____ State _____ Zip Code _____

Name of School Assigned _____

Title 1 School _____ Yes _____ No Is this applicant a new hire? _____ Yes _____ No Date Hired _____
mm/dd/yyyy

NEW HIRE (FOR SY 2008-2009 ONLY) A teacher being employed in your system/agency who was NOT employed in your system/agency as a teacher or substitute teacher at anytime during a prior school year.

Endorsement Title (s) _____ Endorsement Code (s) _____
(May obtain current endorsement code listing at www.tennessee.gov/lic/endcode.shtml)

Requests for Permits **MUST** be submitted with copies of the advertisements posted in all of the following:

1. In the newspaper
2. On the internet
3. At the teacher training institutions

LOCAL SCHOOL SYSTEM/AGENCY

In compliance with the public laws of Tennessee, we hereby certify that this school system/agency is unable to secure a qualified teacher with a valid license for the type and kind of school in which the vacancy exists. We recommend that the above permit be issued.

Signature of Authorized Official of School System/Agency Date

Signature of Director of School

Date

COMMISSIONER OF EDUCATION

Final Action : _____ Approved _____ Not Approved

Signature of Commissioner, State Department of Education

Date